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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans and Policy Staff/TR

DATE: 21 December 1955

FROM : Chief, Administrative Branch/TR

SUBJECT: Weekly Activity Report # 51

STAT

I. SIGNIFICANT ITEMS - None
 II. OTHER ITEMS

JOB NO. _____ BOX NO. _____ FLD NO. _____ DOC. NO. 2 NO CHANGE
 IN CLASS/ DECLASS. CLASS CHANGED TO: TS S 6 RET. JUST 22
 NEXT REV DATE 09 JAN 1956 REVIEWER 13 Dec 79 TYPE DOC. 02
 NO. PGS 8 CHECKED BY ONE COMP 11 OR 11 ORG CLASS S
 REV CLASS C REV COORD. _____ AUTH: HR 70-3

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B. DISPOSITION OF OFFICIAL PERSONNEL FOLDERS [] Another meeting
 was held on the above subject on 19 December. Attending were [] and
 [] Management Staff; [] Office of Personnel, and []
 and [] of OTR. It now appears to be more desirable to retain the files of
 separated [] personnel within the Agency. A memorandum summarizing
 the conclusions reached at the meeting is being prepared by []

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C. [] Weekly report of the utilization of [] for the
 period 14 through 20 December is attached.

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III. PERSONNEL ITEMS

A. [] has returned from an enjoyable three weeks vacation in
 []

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B. [] courier, reported back to duty from sick leave on
 20 December 1955.

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C. Chief, Administrative Branch will be on annual leave from 22 December to
 9 January 1956.

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Attachment

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